



STEVEN L. BESHEAR
GOVERNOR

EXECUTIVE ORDER

2008-011
January 4, 2008

Secretary of State
Frankfort
Kentucky

AN ORDER FROM THE GOVERNOR
TO ALL STATE AGENCIES TO IMMEDIATELY
REDUCE COSTS

WHEREAS, it is currently projected that, as a result of reduced revenues, increased expenditures, and the current downturn in the economy, the Commonwealth's projected General Fund budget shortfall will be over \$400 million in the current Fiscal Year, Fiscal Year 2008; and

WHEREAS, it is currently projected that General Fund revenues for Fiscal Years 2009 and 2010 will be less than enacted appropriations for Fiscal Year 2008:

NOW, THEREFORE, I, Steven L. Beshear, Governor of the Commonwealth of Kentucky, by virtue of the authority vested in me by the Kentucky Constitution and in particular Sections 69 and 81, and Chapters 12 and 47 and as further invested in me by the laws of the Commonwealth, do hereby FIND, DECLARE, ORDER and DIRECT the following:

1. This Executive Order applies to all program cabinets and agencies of the Commonwealth of Kentucky and administrative bodies under the authority of the Executive Branch of the government by the Commonwealth of Kentucky as provided in KRS Chapter 12 *et. seq.*
2. This Executive Order shall serve as a directive to all Executive Branch Cabinets and agencies to implement cost saving measures immediately to assist in closing the deficit faced by the Commonwealth in the current fiscal year. All cabinets and agencies, including those which do not receive General Funds, are directed to



STEVEN L. BESHEAR
GOVERNOR

EXECUTIVE ORDER

2008-011
January 4, 2008

Secretary of State
Frankfort
Kentucky

comply with these measures to result in consistent management of state resources in these difficult fiscal times.

REDUCE THE STATE WORKFORCE THROUGH ATTRITION

3. The size of the workforce will be reduced through attrition. All hiring actions must be justified as essential to the delivery of services and that funds are available to sustain the position within reduced budgeted amounts. All personnel actions must be justified and approved by the Secretary of the Governor's Executive Cabinet prior to submission to the Personnel Cabinet for processing. This includes approval of actions that increase costs for existing personnel.

REVIEW ALL CONTRACTS FOR COST SAVINGS

4. All new contracts, including personal service contracts and leases, must be justified as essential to the delivery of services and must demonstrate that the service cannot be provided with existing personnel. All existing contracts shall be reviewed for cost savings and potential elimination. The Secretary of the Finance and Administration Cabinet must approve all new and amended contracts.

REDUCE TRAVEL EXPENSES

5. All state agencies are directed to reduce travel expenses. All out-of-state travel must be approved by the Secretary of the Finance and Administration Cabinet, and all in-state travel must be approved by the Secretaries of the respective Executive Branch agencies. Efforts to reduce the travel expenses incurred by state agencies shall include the following:
 - o The Finance and Administration Cabinet shall make all efforts to make the state fleet more cost efficient.



STEVEN L. BESHEAR
GOVERNOR

EXECUTIVE ORDER

2008-011
January 4, 2008

Secretary of State
Frankfort
Kentucky

- Given the increasing cost of gasoline, all opportunities for work-related carpooling shall be maximized.
- The number of employees approved to attend the same conference shall be scrutinized and reduced where possible.
- State agencies are directed to use video conferencing available at state facilities, in lieu of travel whenever feasible.
- State agencies are directed to require that state employees approved for in-state overnight travel shall use state park facilities when such accommodations are within 25 miles of their business destination.

REDUCE PRINTING COSTS

6. State agencies are directed to maximize use of electronic methods of communication to minimize printing costs. For printing deemed essential, state agencies are directed to submit all printing requests to the state's Division of Printing Services for review to ensure printing is accomplished in the most cost efficient manner possible.

CURTAIN EQUIPMENT AND FURNITURE PURCHASES

7. A moratorium is placed on all purchases of furniture and equipment by state agencies. Agencies with critical needs in this regard must justify those needs to the Secretary of the Finance and Administration Cabinet, who may approve exceptions if conditions warrant.

SELL SURPLUS PROPERTY

8. State agencies are directed to immediately review their inventories of state owned assets such as real property, equipment, furniture and vehicles, and to work with the Finance and Administration Cabinet Division of Surplus Property as to use their delegated authority to dispose of surplus property, thereby generating cash for operations of state government.



STEVEN L. BESHEAR
GOVERNOR

EXECUTIVE ORDER

2008-011
January 4, 2008

Secretary of State
Frankfort
Kentucky

REDUCE DISCRETIONARY EXPENDITURES

9. State agencies are directed to review and implement feasible cost saving actions in all areas of spending. This review specifically includes telecommunications, office supplies, commodities, dues, and subscriptions.

MAXIMIZE OPPORTUNITIES FOR ENERGY SAVINGS

10. The Secretary of the Finance and Administration Cabinet is directed to work with all state agencies to identify strategies to reduce or mitigate increasing utility costs.

COMPLIANCE

11. Kentucky's constitutional officers and management employees of the Commonwealth's elementary, secondary and post-secondary educational systems, and other agencies governed by boards, commissions, and other statutorily created administrative bodies are strongly encouraged to carefully review the provisions of this Order and implement similar cost cutting measures set forth herein as a part of the effort of the government of the Commonwealth of Kentucky to immediately achieve greater efficiencies in the provision of state services and reductions and expenditures in light of the current condition of the budget of the Commonwealth.
12. The provisions of this Order shall remain in full force and effect until sooner rescinded or superseded by subsequent Executive Order or by legislative enactment.



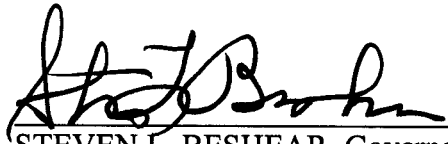
STEVEN L. BESHEAR
GOVERNOR


EXECUTIVE ORDER

2008-011
January 4, 2008

Secretary of State
Frankfort
Kentucky

13. This Order shall become effective immediately upon filing with the Secretary of State.


STEVEN L. BESHEAR, Governor
Commonwealth of Kentucky


TREY GRAYSON
Secretary of State

RECEIVED AND FILED

DATE 1/4/08

TREY GRAYSON

SECRETARY OF STATE

COMMONWEALTH OF KENTUCKY

BY

R. Heller